

Toolkit and ProTracts for CSP 2006

Please **READ** and **FOLLOW** these notes (and the Toolkit Guide for planning CSP) when writing your CSP plans this year. These notes are very specific to the procedure of CSP planning and are not just “suggestions”.

- Field offices must use the Practice Scheduler and Toolkit Plan Wizard to develop stewardship plan documents. The plan should indicate **recurring practices** for all contract years when signed by applicant.
- Field offices must use the Toolkit 2004 Contract Wizard to develop CSP contract items. The contract items can be accessed from ProTracts after the customer folder is checked into the National Conservation Planning database.
- Field offices are advised **NOT** to use the Contract Support Document AD-1155 produced by Toolkit because the contract wizard does not calculate CSP payment limitations.
- Field offices are advised **NOT** to include the Stewardship Payment (SP) and Existing Practice Payment (EPP) in the schedule. These are annual payments that **ProTracts calculates automatically** and are not needed in the stewardship plan.

The ProTracts Rule Checker calculates CSP payment limitations for annual stewardship, existing practice and enhancement payments. It also checks for the maximum annual contract cost by tier, and checks that new practice payments do not exceed \$10,000. The rule checker applies the variable payment rate approved for the signup period. The Rule Checker automatically caps annual payments at the payment limits. The capped cost is printed on the CCC-1200 and the AD-1155. Capped items have a footnote indicating that the payment was capped at the limitation. Payments for capped items are limited to the cap. Capped payments are noted on the payment form.

A. CSP Plans and Contracts

1. Aggregate land units by land use, common management, or SCI. The guidance is to plan by practice and contract by components (see Toolkit notes for more specific details).
2. Create **generalized** narratives rather than detailed narratives in the Conservation Practice Standards application. For example, a standard narrative for each SCI level is not needed for Enhancement - Soil Management (ESM). Specific SCI levels can be included in the custom narrative in the participant's stewardship plan through Toolkit.
 - Detailed standard narratives will cause the field to schedule many versions of the same practice and will result in more contract items than are needed.

3. Plan enhancements, new practices, and non cost-shared practices on the aggregated land units.
 - Do **not** plan a Stewardship or Existing Practice Payment in Toolkit because ProTracts automatically generates contract items for these payments.
 - Use the Plan Wizard to develop a stewardship plan.
4. Use the Toolkit Contract Wizard to develop contract items for new practices, benchmark enhancements, and new enhancements.
 - Do **not** develop contract items for non cost-shared practices.
 - Do **not** produce an AD-1155 from the Toolkit Contract Wizard because the contract wizard does not calculate payment limitations and so the correct payment amounts will not be displayed on the AD-1155.
 - In ProTracts, open the CSP application, select the customer and contract to be uploaded from the National Conservation Planning database.
 - Contract must include **all** present and future planned cost shared activities. Do NOT use the Copy Item function in ProTracts to schedule recurring enhancements. Use the recurring practice option (R) in Toolkit to indicate the out years in the Stewardship Plan. Using the Copy Item in ProTracts will cause the practice to not be linked to the National Database and will cause reporting problems in the future.
 - Print the CCC-1200 and AD-1155 from ProTracts.

B. Stewardship Payment Contract Items

CSP contracts will have one stewardship payment for each year of the contract. ProTracts will generate these contract items automatically after the tier, land use acres, and dominant land use is entered.

Field users have the option to enter the starting contract item number (CIN) for the stewardship payments.

C. Existing Practice Payment Contract Items

CSP contracts will have one existing practice payment for each year of the contract. ProTracts will **generate these contract items automatically** from the stewardship payment items. The existing practice payment is paired with the stewardship payment. For example, if the starting CIN the stewardship payment is 1, the existing practice payment will be CIN 2.

D. Enhancement Contract Items

Contract items for benchmark and new enhancement are entered in Toolkit and uploaded to ProTracts in the same way that new practices are entered for either EQIP or WHIP. An enhancement category is selected from the practice list, and the activities are selected from the cost list. When the component amount is entered, the cost share is calculated automatically.

The ProTracts Rule Checker will check that the total enhancement payment does not exceed the annual limit.

E. New Practices

Contract items for new practices are entered in Toolkit and uploaded to ProTracts in the same way that new practices are entered for EQIP or WHIP. A practice is selected from the practice list, and the components are selected from the cost list. When a component amount is entered, the cost share is calculated automatically.

CSP annual payments are generated early in the fiscal year states for items that are already implemented. So proceed with caution with scheduling new practices in the first year of the contract.

The ProTracts Rule Checker will check that new practice payments do not exceed \$10,000 for the life of the contract.

F. Conservation System Guides and Reporting

Conservation System Guides do **NOT** need to be selected for CSP plans **UNLESS** there is a **NEW** practice being scheduled in the plan. NHQ does ALL the reporting of progress for CSP. Field offices can **ONLY** report progress on NEW practices in CSP plans, which is why you would select a CSG for land units where a new practice is scheduled.